

The following job aid explains how to run a query for Change of Program Student Assessment using different program statuses:

- AC - Active (Admitted/Matriculated)
- AD - Admitted
- AP - Applicant
- CN - Cancelled
- WT - Waitlisted

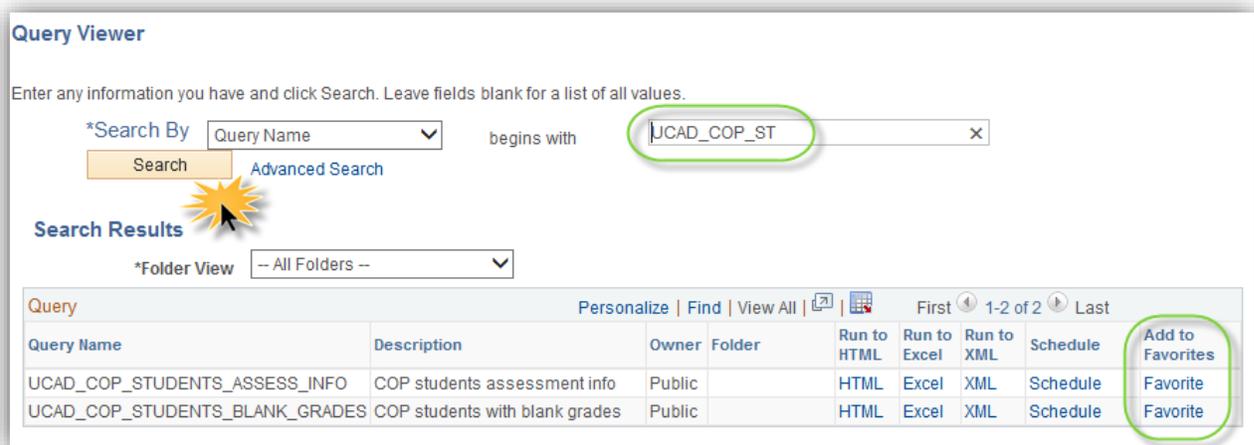
This query will provide information on the status of change of program students to enable faculties to track students through the various stages.

1. Click the **Reporting Tools** link.

2. Click the **Query** link.

3. Click the **Query Viewer** link.

4. Two queries have been created for Change of Program. To narrow the search results for these two queries enter **ucad_cop_st** into the **Search By Required** field and press **Enter** or **Search**. **Tip:** It is recommended to add these two queries to your favorites. Click on **Favorite** to Add to Favorites.



The screenshot shows the 'Query Viewer' interface. At the top, there is a search bar with the text '*Search By' and a dropdown menu set to 'Query Name'. To the right of the dropdown is the text 'begins with' followed by a text input field containing 'UCAD_COP_ST'. Below the search bar are two buttons: 'Search' and 'Advanced Search'. A yellow starburst icon is positioned over the 'Search' button. Below the search bar is the 'Search Results' section, which includes a dropdown menu for '*Folder View' set to '-- All Folders --'. Below this is a table with the following data:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
UCAD_COP_STUDENTS_ASSESS_INFO	COP students assessment info	Public		HTML	Excel	XML	Schedule	Favorite
UCAD_COP_STUDENTS_BLANK_GRADES	COP students with blank grades	Public		HTML	Excel	XML	Schedule	Favorite

The 'Add to Favorites' button in the table is circled in green. The search input field and the 'Search' button are also circled in green.

Change of Program

Student Assessment Query

SA - Admissions



- Two queries display:
UCAD_COP_STUDENTS_ASSESS_INFO (COP students assessment info) and
UCAD_COP_STUDENTS_BLANK_GRADES (COP students with blank grades).

We will run the query for **COP Students Assessment info**. Click the **HTML** link.

[HTML](#)

- Enter the institution name (**ucalg**) or use the Look up tool. Click the **Look up Institution** button. Click the **UCALG** link.

[UCALG](#)

- Enter the Academic Career (**UGRD**) or use the Look up tool. Click the **Look up Acad Career** button and click the **Undergrad** link.

[Undergrad](#)

- Enter the App Centre (**COP**) or use the Look up tool. Click the **Look up App Centre** button. Click the **COP** link.

[COP](#)

- Enter the desired Admit Term or use the Look up tool. Click the **Look up Admit Term** button. You may enter it directly or click on the term (e.g. 2157 or Fall 2015).

- Click the **GPA Type** list. Early GPA and Final GPA display. For this example select Early GPA. Click the **Early GPA** list item.

[Early GPA](#)

- Click the **Look up Prog Status** button. Five program status display:

AC = Active (admitted/matriculated)

AD = Admitted

AP = Applicant

CN = Cancelled

WT = Waitlisted

For this example select AC for Active (admitted/matriculated). Click the **AC** link.

[AC](#)

- Click the **Look up Acad Prog** button. Select the applicable academic program. For example HABCH (Haskayne Schl of Business Bach). Click the **HABCH** link.

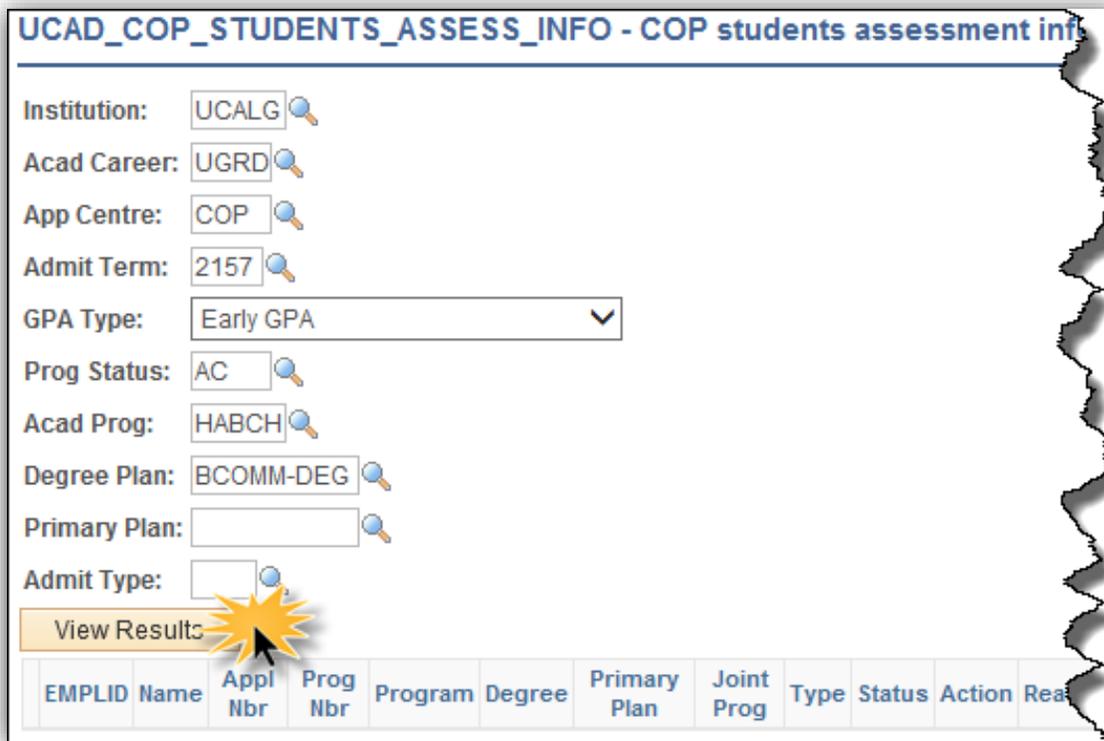
[HABCH](#)

- If desired, select the applicable Degree Plan. Click the **Look up Degree Plan** button and select the desired Degree Plan (e.g. Click the **BCOMM-DEG** link).

14. Further search criteria can include a specific primary plan.
Click the **Look up Primary Plan** button and select a specific plan if desired.

15. Click the **Look up Admit Type** button.

16. If desired, select the applicable **CF** type.
17. Once the query search criteria are entered press **Enter** or **View Results**.



UCAD_COP_STUDENTS_ASSESS_INFO - COP students assessment info

Institution: 

Acad Career: 

App Centre: 

Admit Term: 

GPA Type: 

Prog Status: 

Acad Prog: 

Degree Plan: 

Primary Plan: 

Admit Type: 

View Results

EMPLID	Name	Appl Nbr	Prog Nbr	Program	Degree	Primary Plan	Joint Prog	Type	Status	Action	Rea
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Click the **View Results** button.

View Results

Change of Program Student Assessment Query

SA - Admissions



18. A grid of information displays based on the query search results. **Note:** for FOIP reasons some information has been removed in this document. If desired this information can be downloaded into Excel.

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(18 kb\)](#)

View All First 1-48 of 48 Last

	EMPLID	Name	Appl Nbr	Prog Nbr	Program	Degree	Primary Plan	Joint Prog	Type	Status	Action	Reason	Srvice Ind	EA Status	Final Adm Status	Eval Status	Eval Descr	GPA	HS Avg	Units Req
1				0	HABCH	BCOMM-DEG	FNCE-MAJ	N	CF3	AC	MATR									
2				0	HABCH	BCOMM-DEG	RMIF-MAJ	N	CF3	AC	MATR									
3				1	HABCH	BCOMM-DEG	ACCT-MAJ	Y	CF3	AC	MATR									
4				0	HABCH	BCOMM-DEG	ENTI-MAJ	N	CF3	AC	MATR									
5				0	HABCH	BCOMM-DEG	FNCE-MAJ	N	CF3	AC	MATR									
6				1	HABCH	BCOMM-DEG	GENL-MAJ	N	CF3	AC	MATR									
7				2	HABCH	BCOMM-DEG	ACCT-MAJ	Y	CF3	AC	MATR									
8				0	HABCH	BCOMM-DEG	OPMA-MAJ	N	CF3	AC	MATR									
9				0	HABCH	BCOMM-DEG	ACCT-MAJ	N	CF3	AC	MATR									
10				0	HABCH	BCOMM-DEG	ACCT-MAJ	N	CF3	AC	MATR									
11				0	HABCH	BCOMM-DEG	FNCE-MAJ	N	CF3	AC	MATR									
12				2	HABCH	BCOMM-DEG	ACCT-MAJ	N	CF3	AC	MATR									

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure